



**STANDARDS OF APPRENTICESHIP**  
adopted by

**YAKIMA FIRE DEPARTMENT FIRE MEDIC STANDARD**

<u>Skilled Occupational Objective(s):</u>	<u>(sponsor)</u>	<u>DOT and/or SOC</u>	<u>Term</u>
<b>FIRE MEDIC</b>		<b>363.364-010</b>	<b>7000 HOURS</b>



**APPROVED BY**  
**Washington State Apprenticeship and Training Council**  
**REGISTERED WITH**  
**Apprenticeship Section of Specialty Compliance Services Division**  
Washington State Department Labor and Industries  
Post Office Box 44530  
Olympia, Washington 98504-4530

**APPROVAL:**

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APRIL 21, 2006

Committee Amended

Standards Amended (review)

APRIL 18, 2003

Standards Amended (administrative)

By: MELINDA NICHOLS  
Chair of Council

By: PATRICK WOOD  
Secretary of Council

## **YAKIMA FIRE DEPARTMENT FIRE MEDIC STANDARD**

The Washington State Apprenticeship and Training Council (WSATC) has the authority to develop, administer, and enforce apprenticeship program standards (Standards) for the operation and success of an apprenticeship and training program in the State of Washington.

Apprenticeship programs and committees function, administer, or relinquish authority only with the consent of the WSATC and only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC.

Parties signatory to these Standards declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, Chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, Chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Sponsors shall notify apprentices of changes as they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (L&I) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

See WAC 296-05-003 for the definitions necessary for use with these Standards.

**The following standards for the development of the Yakima Fire Department fire medic apprentices, with supplements pertaining to the necessary work experience of the trade and a progressive wage scale will, when approved by and registered with the Registration Agency, govern the training of the apprentices in this industry. These Standards have been developed by the Yakima Fire Department and members of the Yakima Fire Fighters Local Union #469, and assisted by the Apprenticeship Section of the Department of Labor and Industries, State of Washington, and the Federal Bureau of Apprenticeship.**

### **I. GEOGRAPHIC AREA COVERED:**

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement (portability agreements – see WAC 296-05-303(3)) with other apprenticeship committees for the use of apprentices by training agents that are working outside their approved geographic area. Also, if a reciprocity agreement (see WAC 296-05-327) is in place, the out-of-state sponsor may

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use their registered apprentices. The sponsor will ensure compliance with the provisions of any agreement recognized by the WSATC.

**The area covered by these standards shall be the Yakima Fire District in the City of Yakima, Yakima County, Washington.**

### **II. MINIMUM QUALIFICATIONS:**

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner (see WAC 296-05-316).

**Applicants selected for the apprenticeship and training program must meet all the entrance requirements for firefighter listed in the Civil Service Rules for the City of Yakima Fire Department, including the following:**

**Age: 18 years of age at time of appointment.**

**Education: All applicants must possess the minimum educational training equivalent to a four-year high school course.**

**Physical: Must meet all the entrance requirements for firefighters as listed in the Civil Service Rules for the City of Yakima Fire Department.**

**Testing: Must meet all the entrance requirements for firefighters as listed in the Civil Service Rules for the City of Yakima Fire Department.**

**Other: Applicants must possess a valid Washington State Drivers License.**

### **III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:**

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of Chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, national origin, age, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations. (WAC 296-05-316(3))

#### **A. Selection Procedures:**

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**Exempt by reason of selection through Civil Service Rules  
WAC 295-05-405 (1)(a)**

**B. Equal Employment Opportunity Plan:**

**Exempt under WAC 295-05-405 (1)(a)**

**Discrimination Complaints.**

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint (WAC 296-05, Part D).

**IV. TERM OF APPRENTICESHIP:**

The minimum term of apprenticeship must not be less than 2000 hours or 12 months of work experience in each occupation identified in these Standards as apprenticeable. The term of apprenticeship must be stated in hours or months of employment.

**The term of apprenticeship shall be 7000 hours or 42 months of continuous employment including the probationary period, and the required hours of related instruction**

**V. INITIAL PROBATIONARY PERIOD:**

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period:

- Is the period following the apprentice's acceptance into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
- Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

**All apprentices employed in accordance with these Standards shall be subject to a probationary period of one (1) year of employment of the term of apprenticeship.**

**VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:**

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Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction. (see WAC 296-05-316(5))

**The ratio of apprentices to journey-level fire medics shall be determined by the manpower needs of the Yakima Fire Department and the Collective Bargaining Agreement, PROVIDED, the ratio of apprentices to journey-level workers shall not exceed one (1) to one (1) one each fire apparatus.**

### **VII. APPRENTICE WAGES AND WAGE PROGRESSION:**

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

Step	Number of hours/months	Percentage of journey-level rate
<b>1</b>	<b>0000 – 1000 hours</b>	<b>73.7%</b>
<b>2</b>	<b>1001 – 3000 hours</b>	<b>79.5%</b>
<b>3</b>	<b>3001 – 5000 hours</b>	<b>84.2%</b>
<b>4</b>	<b>5001 – 7000 hours</b>	<b>87.8%</b>

**PROVIDED, the monthly wage payable to any firefighter employed in the Yakima Fire Department at the time of his/her entry into the fire department fire medic apprenticeship program shall not be reduced as a result of entry into such apprenticeship program.**

**The wage for each trade objective shall be submitted for approval and shall remain in effect until amended.**

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### **VIII. WORK PROCESSES:**

The apprentice shall receive on the job instruction and experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. (WAC 296-05-003 - Definitions)

<b><u>A. Fire Medic:</u></b>	<b><u>APPROXIMATE HOURS</u></b>
1. Indoctrination (Classroom & Training Tower) 20 days .....	350
2. Apparatus, Equipment, Locations, and Identification .....	130
3. Apparatus Operation, Driver Training, and Fire Ground Operations .....	790
4. Equipment Use:	
a. Nozzles, Applicators.....	60
b. Hose, Classroom Testing .....	70
c. Ladders, Ground .....	70
d. Ladders, Aerial Platform and Tele-Squirt .....	200
e. Overhauling Techniques .....	20
f. Ropes and Knots .....	40
g. Salvage Equipment .....	40
h. Rescue Equipment .....	40
i. Forcible Entry Tools .....	40
j. Dispatching and Radio Procedures .....	20
k. Ventilation Equipment .....	40
l. Generators - Portable Lights .....	10
m. Extinguishers - Portable .....	20
n. Self-Contained Breathing Apparatus.....	285
o. Master Stream Appliances .....	20
5. Fires - EMS Calls (Approximate) .....	700
6. Maintenance - apparatus, Equipment, Stations (Loading, Cleaning, Servicing, Checking, etc.).....	400
7. Personal Protective Equipment .....	20
8. Fire Prevention study and work, written reports and procedure .....	120

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9. Physical Fitness .....	400
10. Fire Strategy - Tactics - Theory .....	260
11. Public Relations - Station tours, school visits, etc. ....	60
12. Emergency Medical Service, EMT Continuing Education Class, etc.....	170
13. Airport Operations, Equipment Location, Usage, Vehicle Operations .....	40
14. City Maps, Memorizing, Drawing .....	400
15. Department Policies - Procedures .....	160
16. Hazardous Materials .....	25

**SUB-TOTAL: 5000**

**MISCELLANEOUS STANDBY TIME:**

To further develop skills and knowledge needed for complete mastery of the Firefighter's profession .....	2000
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**TOTAL HOURS: 7000**

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### **IX. RELATED/SUPPLEMENTAL INSTRUCTION:**

The apprentice must attend related/supplemental instruction. Time spent in related/supplemental instruction will not be considered as hours of work, and the apprentice is not to be paid for time so spent, unless otherwise stated in these Standards.

The sponsor/training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

In case of failure on the part of any apprentice to fulfill this obligation, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to L&I on a quarterly basis for verifying attendance and industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any apprentice, not being paid to attend, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

The methods of related/supplemental training must consist of one or more of the following:

- ( ) Supervised field trips
- ( ) Approved training seminars
- (X) A combination of home study and approved correspondence courses
- (X) State Community/Technical college
- ( ) Private Technical/Vocational college
- ( ) Training trust
- (X) Other (specify): **In service and classroom training.**

**144** Minimum RSI hours per year, (see WAC 296-05-305(5))

Additional Information:



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**Apprentice fire medics shall diligently apply themselves to their training, related instruction, and work experience so as to become effective and efficient in all of the various fire prevention, fire suppression, and first responder emergency medical services of the department. This standard will meet the requirements for certification of firefighter under the conditions of fire service training and State Board for Community and Technical Colleges.**

### **X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:**

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the committee's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the Apprenticeship Committee takes further action.

Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. (as described in WAC 296-05-009).

#### **A. General Procedures**

- 1. A current copy of the Rules and Regulations of the Fire Civil Service Commission of the City of Yakima and a copy of the Affirmative Action Plan of the City of Yakima will be on file with the Washington State Apprenticeship and Training Council and with the Federal Bureau of Apprenticeship and Training.**
- 2. The Apprenticeship Committee shall review evaluations of previously acquired experience, training and skills of an apprentice within 180 days of the apprentice's employment and may grant advance standing credit for such previously acquired experience. Such evaluation and credit shall be made and applied impartially and equally for all apprentices. Those who receive**

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credit for prior experience shall be paid the wage rate for the period to which such credit advance them.

3. No person shall be considered to meet the requirements of journey-level fire medic until he/she has successfully completed the basis DOT/NHTSAEMT-A course and has been so certified by the State of Washington.
4. The Apprenticeship Committee will, upon notification or request, participate in any workshop conducted by employment service agencies for the purpose of familiarizing school, employment service, or appropriate personnel with the apprenticeship system and current opportunities therein.

### B. Local Apprenticeship Committee Policies

NONE

### C. Complaint and Appeal Procedures:

All approved programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

Complaint (after initial probation completed) – WAC 296-05-009 and 296-05-316(21)

Prior to: 20 days of intention of disciplinary action by a committee/organization

- Committee/organization must notify the apprentice in writing of action to be taken
- Must specify the reason(s) for discipline, suspension, or cancellation
- Decision will become effective immediately
- Written reason(s) for such action will be sent to the apprentice

Within: 30 days request for reconsideration from the committee

- Apprentice to request local committee to reconsider their action

Within: 30 days of apprentice's request for reconsideration

- Local committee/organization must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

Within: 30 days of final action

- Apprentice must submit the complaint in writing to the supervisor (L&I)
- Must describe the controversy and provide any backup information

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- Apprentice must also provide this information to the local committee/organization

Within: 30 days for supervisor to complete investigation

- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

If the apprentice or local committee/organization disputes supervisor decision:

Within: 30 days of supervisor's decision, request for WSATC hearing

- Request must be in writing
- Must specify reasons supporting the request
- Request and supporting documents must be given to all parties
- WSATC must conduct the hearing in conjunction with the regular quarterly meeting

Within: 30 days after hearing

- WSATC to issue written decision

### **XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION**

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of Chapter 49.04 RCW and Chapter 296-05 WAC. Sponsors must develop procedures for:

- A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)  
Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.
- B. Program Operations (Chapter 296-05 WAC - Part C & D):

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1. The sponsor will record and maintain records pertaining to the local administration of the apprenticeship program and make them available to the WSATC or its representative on request.

Records required by WAC 296-05-400 through 455 (see Part D of Chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.

2. The sponsor will submit to L&I through the assigned state apprenticeship coordinator the following list:

Forms are available on line at <http://www.LNI.wa.gov/scs/apprenticeship> or from your assigned apprenticeship coordinator.

- Apprenticeship Agreement Card – within first 30 days of employment
  - Authorization of Signature - as necessary
  - Authorized Training Agent Agreements (committee approving or canceling) – within 30 days
  - Apprenticeship Committee Meeting Minutes – within 30 days of meeting (not required for Plant program)
  - Change of Status – within 30 days of action by committee, with copy of minutes
  - Journey Level Wage – at least annually, or whenever changed
  - Revision of Standards and/or Committee Composition - as necessary
  - RSI (Quarterly) Reports:
    - 1st quarter: January through March, by April 10
    - 2nd quarter: April through June, by July 10
    - 3rd quarter: July through September, by October 10
    - 4th quarter: October through December, by January 10
3. Adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for L&I approval and updating these Standards. The L&I apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
    - Program name
    - Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
    - Section VII: Apprentice Wages and Wage Progression
    - Section IX: Related/Supplemental Instruction
    - Section XI: Committee - Responsibilities and Composition (including opening statements)
    - Section XII: Subcommittees
    - Section XIII: Training Director/Coordinator

### **C. Management of Apprentices:**

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1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with L&I before the apprentice attends the related/supplemental instruction classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by L&I.

L&I must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the committee minutes approving the changes, which may be:

- Certificate of completion
  - Additional credit
  - Suspension (i.e. military service or other)
  - Reinstatement
  - Cancellation and/or
  - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
  3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
  4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another, or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
  5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
  6. Hear and adjust all complaints of violations of apprenticeship agreements.

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7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

### D. Training Agent Management:

1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.
2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.
3. Submit approved training agent agreements to the department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the department within thirty days of said action.

### E. Composition of Committee: (see WAC 296-05-313)

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the department designee will act as the employee representative.

Quorum: **See Above**

Program type administered by the committee: **Individual Joint**

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The employer representatives shall be:

**Steven L. Scott, Chairman  
401 North Front Street  
Yakima, WA 98901**

**Charlie L. Hines  
401 North Front Street  
Yakima, WA 98901**

The employee representatives shall be:

**Ron Johnson, Secretary  
401 North Front Street  
Yakima, WA 98901**

**Jeffrey W. Pfaff  
401 North Front Street  
Yakima, WA 98901**

### **XII. SUBCOMMITTEE:**

Subcommittee(s) approved by L&I, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee(s) must be approved by the main committee.

**NONE**

### **XIII. TRAINING DIRECTOR/COORDINATOR:**

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

**The Training Officer of the Yakima Fire Department shall serve as the Training Director and Supervisor of the apprentices. The Apprenticeship Committee may appoint an advisor or advisors, acceptable to both the employer and employee groups, to provide expert advice on specific related disciplines, such as physician advisor on emergency medical matters.**